



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2378

REQUEST FOR QUOTATION (RFQ)
Notice to Prospective Contractors

May 14, 2007

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 06-76431-000 titled:

CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)
Policy/Regulation Consultation
FOR FISCAL YEARS 2007/08 through 2009/10

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-1005) and Contractor Certification Clauses (CCC-1005) that may be viewed and downloaded at the following Internet site:

<http://www.ols.dgs.ca.gov/Standard+Language> .

If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Barbara Marquez, Chief, Policy Development and Support Services at (916) 654-1040 for questions concerning the RFQ requirements.

Stacie Kincaid, Contract Analyst, (916) 654-2338 for questions concerning the contracting process.

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

Elaine Bush
Procurement and Contracting Officer

Enclosures

1. Purpose of this RFQ

The purpose of this RFQ is to contract with subject matter experts (Contractor) for assistance with all phases of regulation development from the drafting of the text in collaboration with State staff through the filing of permanent regulations for each program component of the Mental Health Services Act (MHSA). In November 2004, the California voters approved Proposition 63 that established the MHSA in Welfare and Institutions Code (Section 5840-5898) and will support the following MHSA Components:

- a) Community Services and Support (CSS)
- b) Workforce Education and Training
- c) Prevention and Early Intervention (PEI)
- d) Capital Facilities and Technological Needs
- e) Innovation

The implementation of the MHSA Components has been staggered and will culminate in the implementation of an Integrated Plan beginning in fiscal year 2009/10. More information on the MHSA can be found at www.dmh.ca.gov/MHSA.

In order for the MHSA components to be implemented at the local level, the Department of Mental Health (DMH) is required to file regulations for each component through the Office of Administrative Law. It is anticipated that the regulations for the corresponding program components will be filed as emergency regulations and need to cover program requirements, financing, reporting and other aspects of implementation.

Under this RFQ, DMH is soliciting and encouraging persons who are highly skilled and have extensive experience in the development of regulations in California to apply through this RFQ.

2. Scope of Work

The Contractor(s) will provide DMH with services and products that include A) Regulation Development, B) Technical Assistance and Consultation, and C) Training and Support Services. The Contractor(s) will work as a team with the Chief, Policy Development and Support Services (PDSS) and the PDSS staff to develop final regulation packages for the MHSA Components and in offering relevant supportive activities.

A. Regulation Development

In collaboration with the PDSS staff and other DMH staff, the Contractor(s) will be responsible for:

- 1) Development of a series of emergency regulation packages to address all of the MHSA Components, including the Integrated Plan. The Integrated Plan, which will become effective in Fiscal Year 2009/10, shall include the PEI, CSS and Innovation components, as well as programs for Technological Needs, Capital Facilities and Workforce Education and Training. The emergency regulation packages will include at a minimum the following items:
 - a) Regulation text
 - b) Finding of Emergency
 - c) Statement of Reasons
 - d) Legislative Digest and other necessary forms

The Contractor(s) will have lead responsibility for ensuring the consistency of the regulations among the various MHSA Components and in identifying and tracking the regulatory text in need of updating and correcting.

- 2) Reconciliation of the public comments and finalization of the responses to the public comments
- 3) Consultation, as needed, with MHSA Program Staff and the DMH Legal Staff throughout the entire process, which may also include attending meetings as determined by PDSS

B. Technical Assistance and Consultation

In collaboration with PDSS staff and other DMH/MHSA staff, the Contractor(s) will:

- 1) Provide expert consultation on the California rulemaking process and procedures, including timelines
- 2) Identify, research, and analyze policy issues and prepare policy briefs identifying options and recommendations for DMH's review and consideration
- 3) Develop contract boiler plate language and/or determine the necessary modifications to the MHSA Performance Contract in order to conform to all new MHSA regulations
- 4) Develop regulatory resources (e.g., tools such as timelines or guides) for use by DMH staff and others to support their understanding of the MHSA regulations
- 5) Confer and assist DMH staff, including those in the operational units, to better address the regulation questions from the county mental health staff and their local partners.

C. Training and Support Services

Under the direction from PDSS, the Contractor(s) will:

- 1) Develop and conduct training sessions for DMH staff and others including the Mental Health Services Oversight and Accountability Commission, County Mental Health Departments, stakeholders and other interested parties. It is expected that the Contractor(s) will prepare and finalize accompanying handouts, slides and other materials for trainings conducted on the MHSA Regulations.
- 2) Respond to written correspondence, email, phone and other requests or questions regarding the MHSA regulations
- 3) Participate in conference calls with County Mental Health Department staff, stakeholders and other interested parties.

It is expected that the Contractor(s) will be available a minimum of two days a week to work with DMH staff. If the need arises, it is expected that the Contractor(s) will be available to work additional hours during the week.

Travel is expected to be light; however, since the Contractor(s) is not a State employee, travel reimbursement rates will be calculated in accordance with the Department of Personnel Administration (DPA) Rules 599.619, 599.631 and 599.722 for non-represented employees. Travel must be pre-approved by the Contract Manager. The contractor will be reimbursed for actual expenses up to the maximum prescribed in the aforementioned DPA rules. In most cases, a receipt is needed to verify the cost of such expenses. The contractor must retain copies of all Travel Expense Claim (TEC) forms and receipts for at least three years from the final payment of this contract in case of an audit. The time an individual leaves his/her office or residence and returns to his/her office or residence will be used in calculating per diem allowances. TECs must contain these times in order to be processed for payment. For an overview of DPA's travel reimbursement program go to <http://www.dpa.ca.gov/jobinfo/strateravel.shtm>

The period of this contract is anticipated to be from July 1, 2007 through June 30, 2009.
The start date of contract is contingent upon its final approval.

3. Minimum Qualifications for Prospective Contractors

- a) At least ten years of progressive lead experience in working with the California Rulemaking process at the State level
- b) Experience as a trainer, preferably on topics related to regulations
- c) Knowledge about the Mental Health Services Act and the existing regulations and MHSA Performance Contract
- d) Knowledge of standard office software programs (e.g., Microsoft Word, PowerPoint)
- e) Availability for regular weekly face-to-face meetings in Sacramento, as well as ability to meet with public mental health stakeholders throughout California.
- f) Demonstrated ability to lead and work with a multi-disciplinary team in the development and implementation of regulations.

4. Key Action Dates

Event	Date
RFQ posted on the DMH Website for a duration of three business days	May 14, 2007
Mandatory Letter of Intent Deadline (email acceptable) (Note: This Letter of Intent is non-binding)	May 17, 2007
Final Date for Quotation Submission No later than 4:00 P.M.	May 25, 2007
Proposed Award Date (Will be posted on the DMH Website)	June 1, 2007
Contract Award Notice (Will be posted on the DMH Website)	June 4, 2007
Proposed Contract Start Date	July 1, 2007

5. RFQ Requirements

- A. The prospective contractor(s) shall provide a written statement describing his/her abilities to provide the services detailed in item 2. above.
- B. The prospective contractor(s) shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3. above. The Contractor(s) must meet the minimum qualifications.
- C. The prospective contractor(s) shall provide at least two professional references.
- D. The prospective contractor(s) shall provide a detailed cost proposal quotation for the services to be provided. This will include a budget with budget narrative that includes estimated hours and all-inclusive cost per hour for each individual and an explanation of any operating costs (e.g., travel). The hourly rate can not exceed \$75 per hour.

The total cost of all services of this RFQ cannot exceed \$240,000 for the contract term.
If multiple contracts are awarded, the total combined contracted amount can not exceed

\$240,000. In the case of multiple awards, the amount per contract may be less than the proposed amount submitted by the bidder(s).

6. Submission of Quotation

- A. All responses to this RFQ must be submitted in writing via fax, email or mail to the contact listed below by the date and time shown in item 4. above. Responses received after this date and time will not be considered.

Barbara Marquez
Chief, Policy Development and Support Services
1600 9th Street, Room 250
Sacramento, CA 95814
FAX (916) 654-6394
Barbara.marquez@dmh.ca.gov

- B. All responses to this RFQ shall include the items identified in item 5. above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements and will be rejected.
- C. Responses must be submitted for the performance of all the services described herein.
- D. Even if all of the required components are submitted, a response may still be rejected if any information provided is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the Bidder from full compliance with all requirements if awarded the agreement. The DMH reserves the right to reject all responses. The DMH is not required to award an agreement.
- E. Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.
- F. No oral understanding or agreement shall be binding on either party.

7. Evaluation Process

- A) After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.
- B) DMH will award the contract to a prospective contractor(s) who has submitted a response to this RFQ, has met the minimum qualifications, and has quoted a fair and reasonable price for the services to be performed.
- C) DMH anticipates awarding more than one contract. The hours to be worked by each selected Contractor shall be calculated in the individual contract after the RFQs have been submitted and DMH determines the number of contracts to be awarded.
- D) In the event that not all qualified responses can be awarded contracts, Contractors will be chosen according to years of experience in working with the California Rulemaking

Process and/or direct experience in working with regulations pertinent to mental health services.

8. Agreement Execution and Performance

- A) Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully-executed, the services performed will be considered volunteered by the Contractor.
- B) All performance under the agreement shall be completed on or before the termination date of the agreement.